



Ivy School Board Application Form

Complete this form and return to the Prescott Office, Attention Johanna Keith.
4212 NE Prescott St, Portland, OR 97218.

Name _____

Address _____

Email address _____

Best phone number to reach you at _____

Why are you interested in serving as a Board director of the Charter School?

Relevant Community Experience and/or Employment (attach a resume).

Area(s) of expertise/contributions you feel you can make to the Charter School
as a Board director:

Have you read, understood, and signed the Ivy School expectations form? Do you
have any questions regarding the document?

Have you read and do you understand the differences between the roles of the
administrator vs. the Board member? Yes No

Other volunteer commitments:

For Board Committee Use

____ Nominee has had a personal meeting with the Board Chair, Charter School Administrator, or other Board director. Date _____

____ Nominee application has been reviewed by the Board of Directors. Date _____

____ Nominee has attended a board meeting. Date _____

____ Nominee has been interviewed by the board. Date _____

Action taken by the board:

The Ivy School - Montessori Public Charter School

Board Member Profile Agreement

The Ivy School Board of Directors shall have a firm belief in the fundamental, traditional format and be committed to using the Core Knowledge and Open Court curriculums. Directors shall be fully committed to the charter school concept.

The purpose of the Board of Directors is to direct, not manage, the school. Board members shall be able to manage, carry out the Ivy School vision, foster relationships with staff and the school community, and oversee the budget.

Qualifications

- Read Books on Board Development and Montessori Philosophy for self-improvement
- Be familiar with the Montessori Scope and Sequence
- Understand the curriculum used in Open Court
- Be in agreement with Montessori Philosophy, Ivy's discipline policy, and administrative structure of our school

All Board members should attend at least two PTA meetings a year to show support and encouragement for that vital aspect of our school. Ivy Board members are not eligible to serve on the PTA board. Board members may chair and serve on committees of the PTA.

Prior Board experience is helpful. A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be to help guarantee the educational success of students.

All Board members are required to attend a yearly Board conference, where the goals of the Board are defined, a Board self-evaluation critiqued, outside speakers present information on effective board leadership, and other pertinent topics are discussed.

The Board will conduct an annual self-evaluation. Goals for the next year will also be determined at that time. Directors shall fulfill their responsibilities on the Board, Board committees, or Board subcommittees to their fullest capability. All Board members should be the best public relations representatives the school has.

Behavioral Expectations

Expectations include a professional demeanor at all Board meetings. Issues being discussed shall not be personalized and directed toward any other Board member, staff member, parent, or student. Confidentiality is expected in all situations.

Board members shall respect and listen to ideas being presented by other Board members.

Board members fulfilling their responsibilities to their fullest potential shall be encouraged by each of the directors.

When receiving criticisms from parents or other interested parties about staff or other Board members, the Board member shall direct the speaker to the Board member/staff member, which the situation involves. Board members will never speak negatively about staff or other Board members to the school community or parties outside the school community. Conflicts shall be resolved with the people with which they were created. Board members will commit to resolve conflict directly with each other or with the appropriate staff member, and to not share conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members, or the media.

Board members shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of the Ivy School and the charter school movement shall be top priority for every Board member. Any Board member finding himself or herself involved in an irresolvable conflict shall put the vision of the school first and possibly step down from the Board if resolution cannot be found.

Board members shall abide by the Open Meetings law [C.R.S. 24-6-401 through 402]. The Open Meetings law states that discussing Board business, policy, actions, resolutions, etc., with anyone else on the Board, except at regularly scheduled meetings, is illegal. "Meeting" with another Board member is defined as communication through person, telephone, or any other means. Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

Board members missing more than two consecutive Board meetings, without prior approval for their absence from at least two other Board members, shall be relieved of their Board involvement immediately.

Governance of The Ivy School

A Board of Directors shall govern the Ivy School. The Principal of the Ivy School shall answer directly to the Board and serve at the pleasure of the Board. The Principal shall make decisions on a day-to-day basis and fulfill all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out the Mission Statement of the school.

As with all charter schools, the Ivy School is an entity separate from the school district in the area of governance. This unique characteristic of charter schools shall be guarded by each Board member.

Board members will not question in any public arena any decision made by the Principal. If a director questions a decision, he or she shall immediately take that

concern or disagreement to the Principal in a confidential and diplomatic format. Likewise, the Principal shall agree to the same commitment. Respect for each other shall remain constant.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, board member, etc. A Board member will not use their position of authority while acting in their parent or volunteer roles. Directors shall foster good relationships with the administrator and staff on a personal level. With humility, each Board member will serve the best interests of the school.

Board members shall remember that stepping out of their advisory/Board capacity and attempting to run the school as an administrator is not the role of a Board member. Please read and refer to the "Division of Roles Between Board and Administrator" document linked to the Ivy School website as [Board Roles](#).

The vision and mission statement of the Ivy School, a Montessori charter school, will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve Ivy families, and ensure academic success for all students shall take precedence in all situations.

Signed, this _____ day of _____ 20_____

_____ Board Member, The Ivy School